

## REPORT OF THE FINANCE COMMITTEE

AUGUST 17, 2016

A meeting of the Finance Committee was held on Wednesday, August 17, 2016, at 7:00 p.m. in the Aldermanic Chamber.

Mayor Jim Donchess, Chair, presided.

Members of the Committee present: Alderman-at-Large Mark S. Cookson, Vice Chair  
Alderman-at-Large Lori Wilshire  
Alderman Benjamin M. Clemons  
Alderman June M. Caron  
Alderman Ken Siegel

Members not in Attendance: Alderman-at-Large Michael B. O'Brien

Also in Attendance: Alderman-at-Large Brian S. McCarthy  
Mr. Dan Kookan, Purchasing Manager  
Mr. Tim Cummings, Director of Economic Development  
Mr. Brian Rhodes, Assistant Fire Chief  
Mr. James Vayo, Downtown Specialist & OED Program Coordinator

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### PUBLIC COMMENT

Ms. Marylou Blaisdell, 32 Webster Street

I am here as a member of the Downtown Improvement Committee. We have two items that our committee has set aside funds for you to approve. One is for the City Arts Feasibility Study which we all on the committee unanimously support it and we hope you do also. The second one is for the Wayfinding Project which is to fund a series of very nicely done sign package for around downtown and on the Broad Street Parkway area as you get off. That's one of our biggest complaints from downtown business people and a lot of people who do come downtown. Where do I park and signage? As you all know when the sidewalks went up in the last few years a lot of the signs did come down and have not been replaced. We would like to put together a wayfinding package that would encompass everything in a nice and attractive piece. I am here to speak in support of those two items tonight. Thank you.

### COMMUNICATIONS

From: Dan Kookan, Purchasing Manager  
Re: Police Ammunition (Value: \$31,537)

**MOTION BY ALDERMAN SIEGEL TO ACCEPT, PLACE ON FILE AND AUTHORIZE THE PURCHASE FROM EAGLE POINT/TJ MORRIS & SON IN THE AMOUNT OF \$31,537. SOURCE OF FUNDING IS DEPARTMENT: 150 NASHUA POLICE DEPARTMENT; FUND: GENERAL FUND; ACCOUNT DESCRIPTION: 61 SUPPLIES AND MATERIALS  
MOTION CARRIED**

From: Dan Kookan, Purchasing Manager  
Re: Snow Plowing Contract – City Parking Lots (Value: Not-to-Exceed \$26,000)

**MOTION BY ALDERMAN SIEGEL TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO THE DOTY GROUP NOT-TO-EXCEED \$26,000. SOURCE OF FUNDING IS AVAILABLE IN DEPARTMENT: 183 ECONOMIC DEVELOPMENT; FUND: PARKING GENERAL FUND;  
ACCOUNT CLASSIFICATION: 54 PROPERTY SERVICES**

ON THE QUESTION

Alderman Clemons

Parking in the garages on the top levels...what happens is because we have a snow emergency a lot of people will park in the garages and the lower floors will get filled up. I know that people pay for the under parking but what happens is that those that pay for the parking in the morning can't get in there a lot of times because there is not enough space. So if you are going to work and your company or you have paid for those parking spaces you can't park underneath because it's full and then when you get to the top it's not plowed. I don't see it on the list but I am wondering if the top of the garages are going to be included or how that problem is going to be addressed going forward.

Mayor Donchess

So the issue is during the snow emergency when the garages are open people who do not lease spaces use the garage and thereby forcing the people with monthly passes or whatever to move up to the top where there is no snowplowing. Mr. Cummings, do you have any thoughts on that?

Director Cummings

The contract before you today does not speak to that very issue. This is for the surface lots. There is exhibit A in your packet which outlines the areas which will be covered under this contract. The garages, as I understand it, are handled separately and I will make note of it so we can address that going forward. My understanding is that it is done internally.

Mayor Donchess

Okay, can you please look into that and report back to the committee and Alderman Clemons as to how that it is handled and how maybe it can be done better?

Director Cummings

Yes.

Alderman Cookson

Why are these funds coming out of economic development?

Director Cummings

Just to quickly clarify, it's not coming out of economic development's general fund. Economic Development is now the overseer, a higher level of the umbrella if you will; this is coming out of the parking funds.

Mayor Donchess

A short time ago we approved a change to put the parking function under economic development; hence this becomes an economic development responsibility.

Alderman Siegel

Traditionally the DPW has only used this as a last resort but that was when they had control. Now that it's not I am hoping that we will still have that level of coordination because the hourly rates for this equipment are really high, like crazy high. Can we all be assured that this is really a last resort and we are not going to be using this unless we really have to?

Director Cummings

Yes.

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Purchase of Radios for Emergency Management Vehicles (Value: \$11,997)

**MOTION BY ALDERMAN SIEGEL TO ACCEPT, PLACE ON FILE AND AUTHORIZE THE PURCHASE FROM MOTOROLA SOLUTIONS IN THE AMOUNT OF \$11,997. SOURCE OF FUNDING IS DEPARTMENT: 156 EMERGENCYMANAGEMENT; FUND: 2015/2016 EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) \$11,822; ACCOUNT CLASSIFICATION: 61 SUPPLIES & MATERIALS DEPARTMENT: 156 EMERGENCY MANAGEMENT; FUND: GENERAL FUND \$175; ACCOUNT CLASSIFICATION: 61 SUPPLIES & MATERIALS**

ON THE QUESTION

Alderman Siegel

There is an option in here for 9,600 bit per second communication. Is that just in case we go back in time to 1988? I'm just not sure...that's where the P95 communication...but all of the other communication happens at like one normal current technology. Maybe Justin can answer that at some point but it's not really that important.

Mr. Kooken

I don't know the answer to that but I can ask.

Mayor Donchess

Can you get back to Alderman Siegel on that?

Mr. Kooken

Yes.

**MOTION CARRIED**

From: Dan Kooken, Purchasing Manager

Re: Award of Contract for Spit Brook Road Fire Station Addition/Renovation  
(Value: Not- to-Exceed \$112,500)

**MOTION BY ALDERMAN SIEGEL TO ACCEPT, PLACE ON FILE AND AWARD THE COTNRACT TO PORT ONE ARCHITECTS IN THE AMOUNT OF \$112,500. SOURCE OF FUNDING IS AVAILABLE IN DEPARTMENT: 152 FIRE; FUND: GENERAL FUND PRIOR YEAR ESCROWS \$56,750; ACCOUNT CLASSIFICATION: 81 CAPITAL OUTLAY; DEPARTMENT: 152 FIRE; FUND: BOND; ACCOUNT CLASSIFICATION: 81 CAPITAL OUTLAY \$55,750**

ON THE QUESTION

Alderman Siegel

Is this controlled construction? Is the architect going to do controlled construction and oversee that it goes according to plan? It just wasn't clear from the contract.

Assistant Chief Rhodes

The way that I understand we are going about this is...we have an architect and this isn't a design build project, it's through a construction manager so we have the architect who is going to do all of the engineering and physical drawings of the building and he will act as our agent as well as the city to protect our interest in making sure that everything that we were looking for...that the project is going according to plan and things don't change.

Alderman Siegel

Okay so the answer is yes, that's the definition of controlled construction.

Assistant Chief Rhodes

I apologize because I didn't know the definition.

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager

Re: Contract Award for Performing Arts Center Feasibility Study Phase II (Value: \$27,000)

**MOTION BY ALDERMAN SIEGEL TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO WEBB MANAGEMENT SERVICES IN THE AMOUNT OF \$27,000. SOURCE OF FUNDING IS DEPARTMENT: 183 ECONOMIC DEVELOPMENT; FUND: DOWNTOWN IMPROVEMENT COMMITTEE TRUST FUND; ACCOUNT CLASSIFICATION: 53 PROFESSIONAL & TECHNICAL SERVICES (\$25,000) AND CONTINGENT UPON BOARD OF ALDERMEN APPROVAL OF THE PROPOSED FY2017 PRIOR YEAR ESCROWS, DEPARTMENT: 183 ECONOMIC DEVELOPMENT; FY2017 PRIOR YEAR ESCROWS (\$2,000)**

ON THE QUESTION

Mayor Donchess

Director Cummings, will you give a brief overview of what is being proposed?

Director Cummings

Before you this evening is essentially a second phase of the Performing Arts Center Feasibility Study. To quickly recap and there is a memo in your package which basically outlines where we have come from previously and where we are to date. Phase I has been executed and presented to the community regarding the results and conclusions. At the end of the day the consultant made a couple of recommendations which were to partner with a college or university on the development of a new downtown arts center, develop a downtown meeting events or music center and then develop an "Arts District." Phase I cost approximately \$22,000 and it's been 100% completed and the budget has been expended. Recently, last month, the Planning and Economic Development Committee met and discussed what is in front of you today which is the phase II portion of the feasibility study where the consultant, Duncan Webb, and to re-orientate everyone, this was the previous conversation that took place about one year ago where the City of Nashua agreed to go into this type of project in a multi-phased concept. With that being said, Duncan Webb, our consultant, has developed this phase II scope which is in front of you and what I am here tonight looking for approval on. My

understanding of the budget is that it's going to cost approximately \$27,000 and we have \$25,000 set aside through the Downtown Improvement Committee fund and we will be looking to take an additional \$2,000 under the escrows which will be forthcoming in the next week or so. I wanted to be somewhat ambitious to keep this moving along because this is a project that has been hanging out there for a while and I felt it imperative to keep the ball moving and because there are so many moving parts I wanted to present this in front of you and hopefully get this approved this evening with the understanding that execution of the contract wouldn't occur until after the escrows are hopefully approved.

Mayor Donchess

The escrows have been proposed and referred to the Budget Review Committee for review on next Monday, August 22<sup>nd</sup>.

Alderman Cookson

I hesitate bringing this up because it's not directly related to the proposal but my question would be more around yes, I support the Performing Arts Feasibility Study but what I would be more interested in understanding is I know that our downtown Master Plan needs to be updated and I am wondering how the two would actually complement one another or not just complement one another but I think we need to understand what is going on downtown in conjunction with adding a new Performing Arts Center in the same general area. I know that Director Marchant has mentioned maybe on more than one occasion, the idea of updating that. Do we have any plans on setting funds aside so we can actually conduct that downtown Master Plan update as well?

Mayor Donchess

There was \$50,000 included in the budget that just passed for the beginning of Master Planning work and I think what we were going to propose to you is that the first phases of that begin downtown as part of an overall City Master Plan and that we will be coming forward with that as a recommendation in the relatively near future. I agree that we want to look at this as part of an overall concept plan for downtown, that's the whole point here and make sure that this is a part of what we plan for the entire downtown and that this is part of our overall downtown revitalization effort.

Alderman Siegel

I have no problem with the study but I have a question about the economic split. There's \$2,000 of other money coming from outside of the scope of the Downtown Improvement Committee. Was there just not enough money in that fund?

Director Cummings

My understanding is that there was an original appropriation recommended by the Downtown Improvement Committee which was \$25,000. This quote came in after that because this is the second phase and it came in higher and wanting to get as complete of a project as possible, we were able to, through excess salary money in the Economic Development Department because of the transition that predated me, we were able to transfer the \$2,000.

Mayor Donchess

That is the source of the escrow that has been proposed.

**MOTION CARRIED**

From: Dan Kookan, Purchasing Manager  
Re: Contract Award for Wayfinding Project Phase 1 (Value: \$49,110)

**MOTION BY ALDERMAN SIEGEL TO ACCEPT, PLACE ON FILE AND AWARD THE CONTRACT TO GREENMAN-PEDERSON IN THE AMOUNT OF \$49,110. SOURCE OF FUNDING IS DEPARTMENT: 183 ECONOMIC DEVELOPMENT; FUND: DOWNTOWN IMPROVEMENT COMMITTEE TRUST FUND; ACCOUNT CLASSIFICATION: 53 PROFESSIONAL & TECHNICAL SERVICES**

ON THE QUESTION

Alderman Siegel

I am fine with the proposal and the selection but I do have a question about the RFP process. It seemed like there was a bid and the bid was high and then after we selected the vendor we kind of got them down a little lower than we had before. It's great that we are saving money but I guess the question I have is that okay because it seems like it is somewhat outside of the norm?

Director Cummings

My understanding is that it was always understood in the RFP process that the bid could be "split" in two phases so when the RFP was issued that was understood as a possible outcome. During the selection and review process that the committee held, they made a determination at that time that was the direction in which they wanted to go and so upon making the decision based off of phase I, the design aspect, they went back to the individual vendor that they selected and had an additional conversation, understanding that it was going to be essentially less work now, and the vendor then offered a lower amount of money.

Alderman Siegel

So each vendor was given equal opportunity to understand all of the parameters to deal and bid accordingly?

Director Cummings

That's correct, yes.

Alderman Clemons

What was the issue with W.S. Sign Design? Their phase 1 price is \$12,000 and Greenman-Pederson was \$59,000 so I am curious why we are going with the one that's the most expensive.

Mr. James Vayo, Downtown Specialist & OED Program Coordinator

W.S. Signs put forth a proposal that did not have the same qualitative value as the other two proposals that were put forth. It basically lacked a considerable amount of information and it wasn't clear from their proposal that they could provide the same level of scope of services as the other two bidders. They did technically meet the qualifications for the RFP but the caliber of their work was not nearly as good as the other two.

Alderman Clemons

Can you be more specific?

Mr. Vayo

When it came to laying out how they were going to provide information about existing signage as documentation to use for how to locate new signage; that was basically either non-existent or insufficient.

Information about how they would structurally design signs or the demonstration of knowledge about how to design signs or meeting MUTCD standards was insufficient or non-existent. That's two examples but there were other things as well.

Mayor Donchess

And the standard you referred to was...you used an acronym I think.

Mr. Vayo

It's MUTCD which stands for Manual Uniform Traffic Control Device which is used nationally for signage for roads. It reaches into the pedestrian realm as well. Things you wouldn't even consider like if a sign is hit by a car is it bolted down to a concrete foundation in a way that the bolts would break away in the event of an accident in the right scenario to limit harm and bodily injury. It was stuff that I didn't even know about until we got into this RFP process.

Alderman Clemons

Archtype Signworks was similar and I would imagine we are going with Greenman because they are less expensive, is that the case?

Mr. Vayo

Archtype Signworks' proposal was also a qualitative issue where the examples they gave in their proposal were not nearly as esthetically pleasing to the selection committee nor reflective as accurately to the scope of work that was desired for Nashua. The physical that they showed in their RFP package did not look like the kind of stuff that the selection committee and the Downtown Improvement Committee were looking for in Nashua. They were really looking for signs with black backgrounds and white lettering and Archtype Signworks, while a very capable fabricator and vendor for fabrication, seemed weaker on the design elements of the proposal.

Mayor Donchess

Who is on the design committee that you were speaking of?

Mr. Vayo

We had DPW staff, myself, Ron from the Downtown Improvement Committee. I can't think of the whole list but I can get it for you.

Director Cummings

In the memo that is in the package it outlines that on June 17<sup>th</sup> a seven member proposal evaluation committee met and reviewed the proposals and they included representatives of the Community Development Division, the Economic Development Office, the Department of Public Works, which were their streets division and then also a member of the Downtown Improvement Committee.

Alderman Siegel

I think the decision process was well vetted. It's not always price that we decide things on because there is what you are buying for what you are getting. We see this all of the time in the IT Department where prices vary but the scope of the work and the various criteria that go beyond just price also weigh in.

**MOTION CARRIED**

UNFINISHED BUSINESS – None

NEW BUSINESS - None

TABLED IN COMMITTEE - None

DISCUSSION

Alderman Cookson

I will just add with regard to the Wayfinding Project that I think we are going to see a lot of changes in downtown and one of the things that we have been looking at is two-way streets becoming one-way streets or vice versa and different traffic patterns. I am hoping that these wayfinding signs are going to be generic enough, especially as you are coming from the Broad Street Parkway; that it just provides you with a general understanding. With regard to the signage that currently exists, I'm not sure how old that signage is but a lot of the signage still provides good directions and is appealing to the eye as well. It's not ugly per se. A lot of things are going to be changing downtown and I just want to make sure that as we have these decisions that we are making that we keep in mind all of these other things within the system that are going to be impacted and effected by it. So as we make decisions information is going to have to be transmitted to appropriate vendors so that they understand what it is that we are attempting to do within the downtown. I am certain that Director Cummings and Mr. Vayo will, as they participate in the Infrastructure Committee and the Planning and Economic Development Committee, that they will be right on top of a lot of these topics as we are discussion them. I think it is going to be vital that we make sure that we end up with the deliverable that we all want and expect.

RECORD OF EXPENDITURES

**MOTION BY ALDERMAN SIEGEL THAT THE FINANCE COMMITTEE HAS COMPLIED WITH THE CITY CHARTER AND ORDINANCES PERTAINING TO THE RECORD OF EXPENDITURES FOR THE PERIOD JULY 29, 2016, TO AUGUST 11, 2016**

**MOTION CARRIED**

PUBLIC COMMENT - None

POSSIBLE NON-PUBLIC SESSION

ADJOURNMENT

**MOTION BY ALDERMAN WILSHIRE TO ADJOURN**

**MOTION CARRIED**

The Finance Committee meeting was adjourned at 7:31 p.m.

Alderman Ken Siegel  
Committee Clerk